Ergonomics Principle

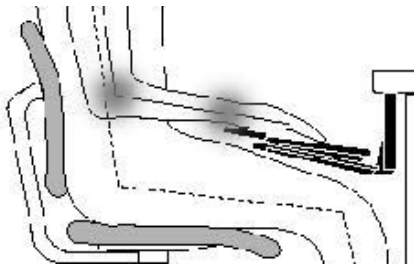## Use office accessories
Reduces awkward postures

To reduce neck bending, place documents on copyholders between the monitor and the keyboard, or to the side of and at the same height as the monitor.

To reduce awkward hand and wrist postures, use input devices that fit your hand.

To keep the wrists straight, use a wrist rest for support during pauses in typing.

To keep wrists straight, adjust the keyboard tray and mouse (height; tilt).

HELPFUL HINT

Pad sharp edges on keyboard trays with foam (e.g. – pipe insulation)

Other benefits:

- Reduces fatigue by providing support to the arms; improves wrist postures; promotes switching postures; adds comfort

- May increase productivity and reduce errors

- Ergonomics principles for office work can be found in the following publications:

  - Office Ergonomics: Practical solutions for a safer workplace
    http://www.lni.wa.gov/IPUB/417-133-000.pdf

  - Computer workstations: OSHA eCAT
    http://www.osha.gov/SLTC/computerworkstations_ecat/index.html

From the Washington Department of Labor and Industries Ergonomics Ideas Bank.
http://www.lni.wa.gov/wisha/ergoideas